

Pittsburgh Mercy Health System  
Human Resources Policy Manual  
7.00 Responsibilities of Personnel

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Tobacco-Free Environment

Policy 7.05

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## I. Policy

It is the policy of Pittsburgh Mercy Health System (PMHS) to provide a tobacco-free environment for all employees, visitors, and persons we serve. This policy covers the smoking of any tobacco product including e-cigarettes and the use of oral tobacco products. Additionally, this policy complies with the provisions set forth in Pennsylvania's Clean Indoor Air Act, Act 27 of 2008 (CIAA), which regulates smoking in public places and workplaces and was signed into law on June 13, 2008.

## II. Purpose

PMHS recognizes the hazards caused by exposure to environmental tobacco smoke, the impact that tobacco products have on health and wellness, and the life-threatening diseases linked to the use of all forms of tobacco. Therefore, this policy establishes standards and procedures for ensuring a tobacco-free environment at PMHS.

## III. Eligibility

This policy applies to all campuses, buildings, and property owned, leased and/or controlled by PMHS, all organization-sponsored events, all vehicles owned and/or leased by PMHS, all employees, volunteers, students and vendors working on PMHS campuses, any person served by PMHS, contractors and visitors to PMHS facilities.

## IV. Definitions

(As contained in the CIAA)

Public Place: An enclosed area that serves as a workplace, commercial establishment, or any area in which the public is invited or permitted. The term "public space" includes, but is not limited to, facilities that provide education, food and health care related activities, vehicles used for mass transportation, mass transportation stations, public facilities, sports and recreational facilities, and theatre and/or performance establishments.

Workplace: An indoor area serving as a place of employment, occupation, business, trade, craft, professional, or volunteer activity. Place of employment is an area that an employee uses for work or for any other purpose which includes, but is not limited to offices, meeting rooms, sales, production and storage areas, cafeterias, lunch and break rooms, restrooms, stairways, hallways, warehouses, and garages.

Work shift: A work shift will be defined as the time staff members report to work until the shift is over.

Tobacco: The carrying by a person of a lighted or unlighted cigarette, cigar, pipe, or other lighted smoking device. Tobacco will also include chewing tobacco, e-cigarette, snuff, snus, hookah or other vapor producing products.

## V. Standards

- A. The use of tobacco products will be prohibited in any enclosed and outdoor workplaces and treatment sites. This includes, but is not limited to, common work areas, treatment locations, company vehicles, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, treatment/medical facilities, residential facilities, cafeterias, consumer outings, employee and person served lounges, stairwells, and restrooms.
- B. During non-working hours, the use of tobacco products is permitted only in areas designated by PMHS, which are at a reasonable distance from workplace, treatment, and program sites.
- C. Tobacco use by all employees, volunteers, students, and others acting on behalf of PMHS will be prohibited during all work shifts.
- D. In the event that the owners of a facility leased by PMHS establish policies concerning the use of tobacco products, the terms of the most restrictive policy will prevail.
- E. It is a violation of this policy for any person to retaliate against another who reports a violation of this policy or against anyone who participates in an investigation of a reported violation.
- F. Copies of this policy will be distributed to all employees, volunteers, students, vendors, and persons served. The provisions contained in this policy will also be made available upon request.
- G. All employees, visitors, and persons served share responsibility for ensuring that the workplaces and public places owned or controlled by PMHS remain tobacco-free. Compliance with this policy is required and individuals are required to fully cooperate with an preventative, investigative, remedial, and/or corrective actions taken by PMHS. Employees may remind violators of this policy and are encouraged to report violations to supervisors and managers.
- H. Reasonable measures will be taken to ensure compliance with this policy including, but not limited to, posting no smoking signs at entrances to all organization facilities and at all applicable treatment sites, utilizing anti-smoking devices (including but not limited to cigarette smoke detectors), removing ashtrays from all workplaces and public places owned and/or controlled by PMHS, designating areas in which the use of tobacco products are permitted and providing proper disposal receptacles, and asking violators to cease the use of tobacco products or to leave the regulated area.
- I. PMHS will provide smoking cessation services and nicotine replacement products to employees and persons served as part of the PMHS wellness program. For persons served by non-voluntary programs, PMHS will provide tobacco cessation products and nicotine replacement products as part of the standards of care.
- J. Any person found to be in violation of this policy will be subject to appropriate corrective actions in accordance with PMHS policies and standards including, but not limited to, employee progressive corrective action policies, refusal of service at PMHS with referral to alternative providers, and contract terminations. Additionally, any person found to be in violation of the CIAA could be subject to fines and other penalties as required under the law.